

VACANCY ANNOUNCEMENT

VA Palo Alto Health Care System

THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

Vacancy Annc No. 05-02(GC)		Opening Date 01/13/05	Closing Date OUF	U.S. Citizenship Required <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No (See notes below)				
# Posns 1	Position Title Team Leader/Multidisciplinary (May be filled as a Supervisory Clinical Psychologist, GS-180-12/13; or Supervisory Social Worker, GS-185-12)		PD Number GS-180: #28550 GS-185: #28540	Pay Plan, Series, Grade May be filled as GS-180-12 (Target GS-180-13); or GS-180-13; or GS-185-12				
Service Readjustment Counseling; San Jose Vet Center			Promotion Potential GS-180-13 (if selected as GS-180-12)	Salary Range GS-12: \$68,530 - \$89,085 per annum GS-13: \$81,494 - \$105,939per annum				
Duty Station San Jose, CA.			Tour of Duty Monday - Friday, 8:00a.m. to 4:30p.m.					
Work Schedule <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ _____ hrs/wk		Subject to Bargaining Unit <input type="checkbox"/> Yes-Minimum posting: 15 work days <input checked="" type="checkbox"/> No-Minimum posting: 10 calendar days		Subject to Supervisory Probationary Period <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (First-time supervisors subject to 1 year)				
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE _____ <input type="checkbox"/> Term NTE _____		Subject to Drug Testing <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		Physical or Medical Examination Required <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)				
Travel and/or relocation expenses <input type="checkbox"/> are authorized <input checked="" type="checkbox"/> are not authorized		Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement. <table border="1"><tr><td>Relocation bonus</td><td><input checked="" type="checkbox"/> is authorized <input type="checkbox"/> is not authorized</td><td>Recruitment bonus</td><td><input checked="" type="checkbox"/> is authorized <input type="checkbox"/> is not authorized</td></tr></table>			Relocation bonus	<input checked="" type="checkbox"/> is authorized <input type="checkbox"/> is not authorized	Recruitment bonus	<input checked="" type="checkbox"/> is authorized <input type="checkbox"/> is not authorized
Relocation bonus	<input checked="" type="checkbox"/> is authorized <input type="checkbox"/> is not authorized	Recruitment bonus	<input checked="" type="checkbox"/> is authorized <input type="checkbox"/> is not authorized					
Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY' <input checked="" type="checkbox"/> PUBLIC - All other interested and qualified candidates. Position is in the Excepted Service under U.S.C. Title 38. U.S. citizenship is required. If applicable, noncitizens may be appointed when no qualified U.S. citizens are available in accordance with regulations issued by the Under Secretary for Health.								
Point of Contact - Inquiries should be directed to the following individual at (650) 858-3951. Gilbert R. Cataño, Human Resources Specialist								
REASONABLE ACCOMMODATION This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.								
THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT								

To receive early consideration, application package must be received by COB 01/28/05. If no selection is made from early consideration cut-off, applications will be reviewed every two weeks thereafter until position is filled.

DUTIES: Incumbent will function as a Team Leader (Supervisory Clinical Psychologist or Supervisory Social Worker) and serve on a multidisciplinary team located in a community-based Vet Center. Provides veterans and their family members with community outreach, counseling, therapy, treatment and direct services and referral to VA and community resources. Provides outreach services to clients and engages in community networking. Collaborates with other team members and with professionals, paraprofessionals, volunteers, and others in VA facilities and community agencies to help veterans recognize and resolve their problems and needs. Provides routine to complex counseling and therapeutic services to include suicide prevention, crisis intervention, short and long term treatment with clients exhibiting Post-Traumatic Stress Disorder (PTSD), other psychiatric disorders and/or readjustment problems; vocational testing and placement, benefits eligibility determinations, emergency location of food and shelter, and legal referral. Performs a variety of psychological, rehabilitation, social work, counseling and mental health techniques including but not limited to individual, group, vocational, educational, substance abuse and readjustment counseling.

QUALIFICATION REQUIREMENTS:

Supervisory Clinical Psychologist, GS-180-12/13: BASIC REQUIREMENTS FOR ALL GRADES: Hold a doctoral degree in Psychology from a college or university approved by the Secretary of Veterans Affairs, have completed study for such degree in a speciality area of psychology and an internship which are satisfactory to the Secretary, and be licensed or certified as a psychologist in a State, except that the Secretary may waive the

requirement of licensure or certification for an individual psychologist for a period not to exceed 2 years on the condition that such psychologist provide patient care only under the direct supervision of a psychologist who is so licensed or certified. **EXPERIENCE REQUIREMENTS:** In addition to meeting all basic requirements, applicants must have one year of postdoctoral experience for GS-12 and two years of postdoctoral experience for GS-13 appropriate to the specialty area of the position. This requirement must have been gained in a professional program concerned with health, rehabilitation or vocational restoration. The experience must indicate the applicant's ability to perform the duties of a psychologist in the area of work and at the level of difficulty and responsibility of the grade for which being considered. The applicant must have demonstrated supervisory or administrative abilities for positions which include these responsibilities. 1 year of experience must have been at a level of difficulty comparable to that of the next lower grade in the Federal service.

Supervisory Social Worker, GS-185-12: BASIC REQUIREMENTS FOR ALL GRADES: Applicants must meet the following requirements: a) Master's degree in social work from a school of social work accredited by the Council on Social Work Education. b) All candidates must possess a license, certificate or registration to practice social work issued by the State in which the social worker is to be employed, if required by that State. **NOTE:** All persons permanently employed as a GS-185 VA Social Worker on or before August 14, 1991, are considered to have met this requirement in full. They may be promoted, demoted, or reassigned within the GS-185 occupational series. Any employee initially retained in this manner who leaves this job series loses protected status and must meet the full requirements in effect at the time of reentry. **EXCEPTIONS:** Applicants who otherwise meet the minimum requirements in the basic qualification standard except for licensure, certification or registration may be given either a temporary appointment or permanent appointment, both subject to obtaining State requirements. Those who fail to obtain State licensure, certification or registration after 3 years must be removed from the GS-185 Social Worker series, which may result in termination of employment. A statement citing this condition of employment must be signed by each Social Worker appointed under these provisions and filed in the appointee's Official Personnel Folder. **EXPERIENCE REQUIREMENTS:** In addition to meeting the basic requirements, 1 year of professional social work experience equivalent to the next lower grade level, under qualified social worker supervision. This experience must have been in a clinical setting and have demonstrated the potential to perform advanced assignments independently. **NONQUALIFYING EXPERIENCE:** Social work experience obtained prior to completion of the requirements for the master's degree is not qualifying. **NOTE:** A clinical setting is a medical center or clinic, either medical or psychiatric, a residential treatment center, or any other type of facility where social work participates in collaborative treatment and is identified with the medical profession. **OR;** In addition to meeting the basic requirements, a Ph.D. in social work from a school of social work may be substituted for the 1 year of professional social work experience and meets the clinical setting requirement.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Refer to individual qualification requirements.

VOLUNTEER EXPERIENCE: Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

BASIS OF RATING: Your rating will be based on the quality of your experience as shown in your application and elements. Listed below are the knowledge, skills and abilities considered essential for successful performance in this position. These elements will be used to determine the highly qualified candidates to be referred to the selecting official. Provide, on a separate sheet of paper, a DETAILED description of your experience as related to the knowledge, skills and abilities listed below. Incomplete, vague, or contradictory information may affect your rating.

1. **ABILITY** to supervise, plan, organize, direct, control and review the work of Readjustment Counseling Service staff.
2. **KNOWLEDGE** of the theories, principles, practices, ethics, and techniques of counseling.
3. **KNOWLEDGE** of and understanding of Post-Traumatic Stress Disorder (PTSD), differential diagnosis, and treatment resources specific to PTSD.
4. **KNOWLEDGE** of theories of human development, personality and psychotherapy, and various intervention modalities.
5. **KNOWLEDGE** of VA and community resources available to veterans and their dependents.
6. **ABILITY** to establish and maintain effective working relationships with veterans, their dependents, and community resources personnel.

ADDITIONAL NOTES:

- ◊ **Funds Availability:** The position being filled is subject to the availability of funds.
- ◊ **Additional Vacancies:** This announcement may be used to fill additional vacancies occurring within 90 days.
- ◊ **Update Of Qualifications:** VAPAHCS employees should ensure their official personnel folder (OPF) contains complete information about their qualifications for this position *by the closing date of this announcement.*

- ◇ Promotion Potential: If applicable, the candidate may be non-competitively promoted up to the full performance level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level.
- ◇ Time-In-Grade Requirement: Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ English Language Proficiency: If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ TB Skin Screen Test: All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ Physical / Medical Standards: If applicable, candidates will be required to pass a physical examination.
- ◇ Drug Testing Position: All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ Direct Deposit / Electronic Funds Transfer: It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

HOW TO APPLY:

Eligible Permanent Employees of VAPAHCS - Submit VA Form 5-4078, Application for Promotion or Reassignment, by the closing date of this announcement.

All others, submit:

1. VA Form 10-2850c, Application for Associated Health Occupations; and a resume or CV.
2. OF-306 - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. DD-214 - Military Discharge Paper. Veterans claiming veteran's preference and those eligible for employment under veterans hiring authorities must submit a copy indicating type of discharge and dates of active duty.
4. SF-15 - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
5. SF-50B - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
6. ACTAP - If you are currently a Department of Veterans Affairs employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the Department of Veterans Affairs Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration, you must:
 - a. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES), and the date of the RIF separation has not passed and you are still on the rolls of the Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.
 - b. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.
 - c. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
 - d. Be currently employed by the Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
 - e. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
 - f. Be rated well-qualified for the position. ACTAP candidates who attain a score of 90 for the rating criteria developed for the position (e.g., KSAOs, job elements, etc.) will be considered well-qualified.
7. ICTAP - If you are a displaced Federal employee, you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (ICTAP). To receive this priority consideration, you must:
 - a. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or agency documenting your priority consideration status with your application package.
 - b. Be a current or former career or career-conditional (tenure group I or II) competitive service employee who:
 - 1) Received a RIF separation notice; or
 - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place you; or
 - 3) Retired with a disability and whose disability annuity has been, or is being, terminated; or
 - 4) Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a copy of your SF-50B which indicates "Retirement in Lieu of RIF"; or
 - 5) Retired under the Discontinued Service Retirement (DSR) option; or
 - 6) Was separated because you declined a transfer of function or directed reassignment to another commuting area.
 - c. Be a former Military Reserve or National Guard Technician who is receiving special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of the Title 5, United States Code.
 - d. Be applying for a position at or below the grade level of the position from which you have been separated.
 - e. Has a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
 - f. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

- g. File your application package by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
- h. Be rated well-qualified for the position. To be rated well-qualified for the position, you must:
 - 1) meet the qualification standard and eligibility requirements for the position, including any medical qualifications and minimum educational and experience requirements;
 - 2) meet all selective factors, where applicable, and appropriate quality ranking factor levels, as well as knowledge, skills and abilities (KSAs) factor(s) for this position. Well-qualified candidates are those who attain 90 of the total points possible for the rating criteria developed for the position (e.g., KSAOs, job elements, etc.); and
 - 3) be physically qualified, with reasonable accommodation, where appropriate, to perform the essential duties of the position.
- 8. Substitution of Education for Experience/Educational Requirement - If substituting education for experience or the position has an educational requirement, copies of college transcripts must be submitted.
- 9. Schedule A applicants only - Letter from the State of California Department of Rehabilitation or from a qualified VA Counselor certifying eligibility for appointment to this position.
- 10. Performance Appraisal - Current/Former Federal employees must submit a copy of their most recent performance appraisal.
- 11. Rating Factors - On a separate attachment(s), describe your work experience/education as it relates to each of the factors listed under BASIS OF RATING above.

To receive consideration, all application materials must be postmarked or received in this office by the closing date. Any information not submitted with your original application will not be considered. Failure to submit the requested material and response to the rating factors may result in a lower rating in the evaluation process.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

APPLICATIONS SHOULD BE MAILED TO:

**Human Resources Management Service (05A)
VA Palo Alto Health Care System
3801 Miranda Avenue
Palo Alto, CA 94304**